

TAB E-1: COMMAND		
	ITEM	REFERENCE
1.	How do you ensure all essential positions are filled with trained personnel? a. Cadets? b. Seniors? c. Do you ensure appointments of legal officers are tendered only to properly qualified persons?	CAPR 35-1; CAPR 62-1 Para 2a CAPR 111-1 Para 1
2.	How do you ensure mandated training is accomplished? (Cadet Protection, etc.) • What procedures are followed in the event of a sexual/physical abuse allegation involving a cadet?	CAPR 35-1, 60-3, 50-17, 52-16 CAPR 52-10 Para a(1) and a(2)
3.	Was an audit of unit funds completed when you assumed command of the unit? a. Were atch 5's guidelines used in conducting the audit? Is there documentation? b. Was a copy of the audit forwarded to wing? On what date? Is it documented?	CAPR 173-1 Para 4a CAPR 173-1 Para 4a CAPR 173-1 Para 4b
4.	Does the unit have any current and approved MOUs with local agencies? If so, when was it last updated and/or reviewed? • If yes, please provide documentation of the above.	CAPR 60-3 Para 5-3b(1)
5.	Show me your ground and flying safety records covering the past 3 years. a. Do you provide guidance and assistance to ensure that an active safety program is established within the unit? b. Describe your mishap notification procedure. c. How have you implemented Operational Risk Management into CAP operations? d. How do you ensure your unit's flight release program properly protects CAP members and equipment?	CAPR 62-1 Para 2b, 2e and 2f CAPR 62-1 Para 1b CAPR 62-2 Para 4 CAPR 62-1 Para 1 CAPR 60-3 Chapt. 4
6.	Describe your membership demographics (recruiting and retention for both cadets and seniors) for the past 3 years a. How do you encourage parental participation? b. Have you ever terminated a member? If so	CAPP 33-1 Para 4 CAPR 35-3 Para 6

CAP SUBORDINATE UNIT INSPECTION GUIDE 1 Aug 2002

	<p>what procedures did you follow?</p> <p>c. What is your procedure for member suspension?</p>	CAPR 35-1 Para 6b
7.	<p>Do you enforce DoD Directive 5500.11, 1020.1 and AFI 36-2707 (Non-Discrimination) throughout your unit?</p> <p>a. Are you aware that wing maintains copies DoD Directive 5500.11 and 1020.1 for review upon request by any CAP member?</p> <p>b. Are the members of your unit aware of this?</p>	<p>DoDD 5500.11 and 1020.1, AFI 36-2707 and CAPR 39-1</p> <p>CAPR 39-1 Para 2a(2)</p>
8.	<p>Describe your internal communications procedures.</p> <p>a. Frequency of staff meetings, conference calls, etc., written minutes.</p> <p>b. How do you ensure proper budget planning, execution and review?</p> <p>c. How good are your internal procedures for safeguarding supplies and equipment against theft or misuse?</p> <ul style="list-style-type: none"> When needed is the Wing Commander requested to initiate a Report of Survey investigation and is the member(s) notified of the finding (and pecuniary liability if appropriate)? <p>d. How do you ensure your files disposition plan meets your need for continuity?</p>	<p>CAPR 66-1 Para 5, CAPM 67-1 Ch 2</p> <p>CAPR 67-1 Para 1-3j</p> <p>CAPR 67-1 Para 4-8</p> <p>CAPR 10-2</p>
9.	Describe your process for handling IG and Fraud, Waste and Abuse complaints.	CAPR 123-2 Para 4